

## **APPROVED**

### **J. V. Fletcher Library Board of Trustees Minutes of the 11 July 2005 Meeting**

Present: Trustees Liz Adams, Dave Daniel, Sandy Kelly, Bob Price, and Jack Wrobel; Director Ellen Rainville; Assistant Director India Nolen.

Absent: Trustee Marianne Fleckner.

Guests: None.

#### **I. Call to Order**

This meeting of the Trustees was called to order in the Story Hour Room at 7:35 PM.

#### **II. Signing of Warrants**

No warrants were signed.

#### **III. Review of Past Minutes**

The minutes for the June 13 meeting were approved without amendment. Acceptance was moved by Liz, seconded by Sandy; approved 4 for, 0 against, 1 abstention. The minutes of the July 28 gathering were approved without amendment (Liz, Jack; 4, 0, 1). The minutes of the July 30 meeting were approved without amendment (Jack, Liz; 5, 0, 0).

Jack promised to provide the delinquent meeting minutes “by the end of July.”

#### **IV. Review of the Quarterly Treasurer's Report**

The quarterly report was approved as amended (Bob, Liz; 5, 0, 0). Bob belatedly pointed out a minor error in calculating the Benefactors Fund total that will require the restatement of all reports using this total.

#### **V. Director's Report**

Ellen reported that the IPAC renewals – reported only at the end of the fiscal year – have provided an up-tick in our year-end circulation report which now shows positive growth over last year's total.

The annual report to the Library Commissioners is due by September.

Ellen is scheduled to appear before the Finance Committee at 7:45 PM on July 13 to present our request for additional funds to cover the replacement cost of the two failed heat pumps. She would appreciate support from the Board at this meeting.

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The \$7k presented by the Friends to the Selectmen to replace lost funding for Sunday hours still appears in a Library gift account. Due to some confusion, it was never transferred into the Town account to cover the operating costs for those Sunday hours.

Ellen has “pared down the survey and it’s ready to go” in a draft form to the Visioning Committee and to selected Library patrons.

The Library needs either to complete a new action plan by October or to update the existing action plan by December. Since the Library survey will not be completed by October, the latter alternative is the more likely.

### **VI. Committee Reports**

None.

### **VII. Communications**

Ellen received a call from the sister of Cliff Cowgill who is currently banned from the Library. The bar issued by the Ayer Court was lifted in April and Chris is now looking to use the Lowell Library, but he needs a library card to borrow material; this can be issued only by his hometown library. The Board voted: “To issue a new library card to Cliff Cowgill with the understanding that this card will be blocked within the JV Fletcher Library and that the Library cannot be used as a pick-up point for ILL material.” (Bob, Dave; 5, 0, 0.)

### **VIII. Unfinished Business**

There was further discussion about Ellen’s performance review. Ellen’s progress on her assigned goals for 2005 was impeded by a number of factors, and the Board’s differing comments on her progress were difficult to reconcile. Sandy will rework these comments into a more comprehensible form.

Jack stressed, and the Board agreed, that the Director’s goals and the Board’s goals for 2006 must be measurable goals and that progress toward achieving the goals must be reviewed quarterly.

Everyone expressed unhappiness with one aspect of the current review form or another, so the form will be revised, perhaps to make it more compatible with any new Town form issued later this year by the new Human Resources Director.

The Board voted: “To approve the matrix portion [first part] of Ellen’s performance evaluation.” (Dave, Liz; 5, 0, 0.)

The August 8 meeting will be devoted to establishing the 2006 goals and completing the review.

### **IX. New Business**

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None

**X. Announcements**

None.

**XI. Adjournment**

The Board voted to adjourn at 9:15 PM (Bob, Dave; 5, 0, 0).

Submitted respectfully,  
Bob Price